



NATIONAL GUARD 

Job Title:IT Specialist (SYSADMIN)

Department:Department of the Army

Agency:Army National Guard Units (Title 32)

Job Announcement Number:VA12-175SDS

SALARY RANGE: \$59,339.00 to \$77,138.00 / Per Year

OPEN PERIOD: Thursday, December 06, 2012 to Thursday, December 20, 2012

SERIES & GRADE: GS-2210-11

POSITION Full Time - Excepted Service Permanent

INFORMATION:

PROMOTION POTENTIAL:

11

DUTY LOCATIONS: 1 vacancy in the following location:
Blackstone, VA United States

WHO MAY APPLY: United States Citizens

JOB SUMMARY:

JOIN THE VIRGINIA NATIONAL GUARD AND SERVE YOUR NATION, YOUR STATE, AND YOUR COMMUNITY!

NATIONAL GUARD MEMBERSHIP IS REQUIRED : This is an excepted position that requires membership in a compatible military assignment in the National Guard. Selectee will be required to wear the military uniform. Acceptance of an excepted position constitutes concurrence with these requirements as a condition of employment.

This position is located in an information management organization. The purpose of the position is to serve as a systems administrator on one or more of the systems maintained/administered throughout the state.

DUTY LOCATION : JFHQS, USPFO-VA-DPI, Fort Pickett, Blackstone, VA 23824

EMPLOYMENT STATUS : Excepted Service Male/Female Commissioned Officer (NTE 0-3/CPT), Warrant Officer or Enlisted

WHO CAN APPLY:

GROUP I - All qualified Male/Female Commissioned Officer (NTE 0-3/CPT), Warrant Officer or Enlisted currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II – All qualified Virginia Army and Air National Guard Male/Female Commissioned Officer (NTE 0-3/CPT), Warrant Officer or Enlisted, regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of appointment/enlistment in the Virginia National Guard must be attached if the appointment/enlistment occurred within 60 days prior to, or during, the advertisement period.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of an AOC or MOS as follows: O:BR: 25, AOC: 53; WO:MOS: 254A, 255A, 255N, 255S; E: MOS: 25B, 25U, 25Z

MILITARY ASSIGNMENT : Applicant selected for this military technician position must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit, and MOS prior to placement.

KEY REQUIREMENTS

- U.S. Citizenship required
 - You must maintain membership in the National Guard for continued employment
 - Must meet the education/specialized experience--See Qualifications Section
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DUTIES:

DUTIES AND RESPONSIBILITIES: Develops, modifies, and tests overall system backup and recovery strategies for assigned systems. Serves as a technical focal point for the installation and configuration of hardware and software on personal computers and for personal data assistants associated with assigned systems. Serves as a systems administrator responsible for planning, coordinating, modifying, implementing, and troubleshooting in order to meet customer needs. Serves as a technical focal point on multiple operating systems and computer platforms. Analyzes, evaluates, and recommends hardware/software changes to various computer systems. Develops guidelines, standard operating procedures (SOPs), bulletins and flyers regarding the operation/use of assigned C4 systems, services, and activities. Implements systems software changes, operating system releases and maintains the operational status of systems. Performs security management in accordance with National Guard Bureau (NGB) regulations and state policies. Implements state policy relating to systems storage requirements. Provides input to the state Continuity of Operation Plan (COOP) procedures for system disaster recovery. Troubleshoots problems and implements changes on multiple computer platforms. Plans and schedules the installation of new or modified hardware, operating systems, and software applications.

QUALIFICATIONS REQUIRED:

MINIMUM QUALIFICATIONS: Experience, education or training that has provided a basic knowledge of data processing functions and general

management principles that enabled the applicant to understand the stages required to automate a work process. Experience may have been gained in work such as computer operator or assistant, computer sales representative, program analyst, or other positions that required the use or adaptation of computer programs and systems.

SPECIALIZED EXPERIENCE:

GS-11 and above – Must have at least 36 months experience, education, or training that approaches techniques and requirements appropriate to an assigned computer applications area or computer specialty area in an organization. Experience planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls. Experience that required adaptations of guidelines or precedents to meet the needs of the assignment. Experience preparing documentation on cost/benefit studies where is involved summarizing the material and organizing it in a logical fashion.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: At the GS-11 level, a Ph.D. or equivalent, or 3 years of progressively higher level graduate education leading to such a degree.

Major study-computer science, information science, information systems management, mathematics, statistics, operations research, or engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

- [Participation in direct deposit is mandatory.](#)
- Selectee may be subject to a one-year probationary/trial period.
- Possess or be able to acquire and maintain a Secret security clearance.

HOW YOU WILL BE EVALUATED:

Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume and supporting documentation will be made and compared against your responses to the occupational questionnaire. The rating you receive is based on your responses to the questionnaire and supporting documents. If, after reviewing your resume and or supporting documentation, a determination is made that you have inflated your qualifications and or experience your rating can and will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Benefits of Working for the Federal Government - Pay is only part of the compensation you will earn working for the Federal Government. We offer a broad array of benefits programs and family friendly flexibilities to meet the needs of you and your family. For additional information and some highlights visit: <http://www.usajobs.gov/ResourceCenter/Index/Interactive/Benefits#icc>.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>.

Health Insurance - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>.

Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>.

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, step-parents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>.

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp> and http://www.opm.gov/retire_jobseekers.asp.

This link provides an overview of the benefits currently offered to Federal employees. <http://www.usajobs.gov/EI/benefits.asp>

OTHER INFORMATION:

UNDER 32 USC 709, VETERANS PREFERENCE DOES NOT APPLY.

1. IF YOU ARE A MALE APPLICANT WHO WAS BORN AFTER 12/31/59 AND ARE REQUIRED TO REGISTER UNDER THE MILITARY SELECTIVE SERVICE ACT, THE DEFENSE AUTHORIZATION ACT OF 1986 REQUIRES

THAT YOU BE REGISTERED OR YOU ARE NOT ELIGIBLE FOR APPOINTMENT IN THIS AGENCY.

2. PLEASE DO NOT SEND/FAX/COURIER/EMAIL ANY APPLICATIONS OR RESUMES TO THE NATIONAL GUARD HUMAN RESOURCE OFFICE, YOU MUST APPLY ON-LINE OR FAX YOUR APPLICATION TO THE FAX NUMBER LISTED ON THIS ANNOUNCEMENT WITH THE PRESCRIBED COVER LETTER. THE HUMAN RESOURCE OFFICE CAN ONLY PROCESS MATERIALS RECEIVED THROUGH USA JOBS

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION...RELOCATION EXPENSES WILL NOT BE PAID.

FOR A COMPLETE LIST OF JOB VACANCY ANNOUNCEMENTS AVAILABLE AT THE VIRGINIA NATIONAL GUARD, PLEASE VISIT OUR WEBSITE AT VIRGINIA NATIONAL GUARD HOMEPAGE [VIRGINIA NATIONAL GUARD HOMEPAGE](#).

HOW TO APPLY:

The complete Application Package must be completed and submitted by Thursday, December 20, 2012, 11:59 (EST).

Option A:

To begin the process, click the Apply Online button to create an account or log in to your existing USAJOBS account.

Follow the prompts to complete the Online Occupational Questionnaire, [View Occupational Questionnaire](#). Please ensure you click the Submit My Answers button at the end of the process.

Note: To check the status of your application or return to a previous saved or incomplete application, log into your USAJOBS account, select Application Status, and click on the More Information link under the application status for this position.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following Vacancy ID 803056. Fax your documents to 1-478-757-3144.

Option B:

If you cannot apply online:

Please use the following step-by-step instructions as a guide to filling out the required questionnaire. You will need to print the vacancy announcement and refer to it as you answer the questions. You may omit any optional information; however, you must provide responses to all required questions. Be sure to double check your application before submission.

1. Click the following link to view and print the Occupational questionnaire Online Questionnaire, [View Occupational Questionnaire](#)
2. Print this 1203FX form to provide your response to the Occupational Questionnaire http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf .
3. Fax the completed 1203FX form along with your Resume and any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission. Faxed documents will take 2-3 business days to process. Faxed documents submitted with missing information will not be processed.

The following will prevent your documents from being processed:

- Not using the special cover page mentioned above.
- Missing, incomplete, or invalid Vacancy Identification Number
- Missing or incomplete Social Security Number or name

REQUIRED DOCUMENTS:

To apply for this position, you must provide a complete Application Package which includes:

1. Résumé (Your resume MUST detail your length of basic and specialized experience that pertains to the job you are applying for)
2. Complete Assessment Questionnaire (Your assessment questionnaire MUST contain an email address)
3. Other supporting documents:

Transcripts (Only required if you are substituting education, if listed, for experience)

AGENCY CONTACT INFO:

Daniel W. Gibbons

Phone: (434)298-6309

Email: DANIEL.GIBBONS1@US.ARMY.

MIL

Agency Information:

USPFO

Building 316

Fort Pickett

Blackstone, VA

23824

USA

WHAT TO EXPECT NEXT:

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successfully received. After the closing date Thursday, December 20, 2012, your resume will be reviewed in full and compared to the required specialized experience as listed on this announcement. Based on your score, you may be referred to the hiring official. If your name is referred to the hiring official, you may be contacted directly by that office for a

possible interview. You will receive notice via email or by mail, if no email address was provided by you during the application process, once this process is completed (generally 4-6 weeks).

Control Number: 333079000

[Close Print](#)